

Residential Site Plan Checklist

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| <input type="checkbox"/> North Arrow | <input type="checkbox"/> Dedicated street access including street name |
| <input type="checkbox"/> Vicinity Map | <input type="checkbox"/> Easements (drainage, ingress/egress, public utility easement, etc.) |
| <input type="checkbox"/> Scale: i.e. 1"= 10' 1"= 20' 1"= 30' (Non-standard scales are not acceptable, i.e. 1" = 26.5') | <input type="checkbox"/> Washes, slopes and elevation changes |
| <input type="checkbox"/> Parcel / Owner Block | <input type="checkbox"/> Driveway (must be labeled "Driveway" or "DW") Circular driveways must be labeled "In" and "Out". Driveway paving material must be noted (Concrete, Asphalt, Crushed Granite, ABC, etc.) |
| <input type="checkbox"/> Use of adjacent parcels – vacant, residential, etc. (all sides) | <input type="checkbox"/> Septic location with setback to nearby buildings (unless on public sewer). Indicate tank and disposal drain field. (Primary should have two test holes, the reserve should have one hole.) |
| <input type="checkbox"/> Distance to shared well, property and septic tank / field (if applicable) | <input type="checkbox"/> Storage Tanks, i.e. propane, water. Must show setbacks and tank size. |
| <input type="checkbox"/> Parcel Dimensions, all sides | <input type="checkbox"/> Hillside lots (slopes 15% or greater) are required to be drawn by an appropriate professional, registered in the State of Arizona |
| <input type="checkbox"/> Does parcel appear to border section or mid-section line?

▪ Yes or No
(If yes, add MCDOT review) | <input type="checkbox"/> Compare site plan to application work description for uniformity. |
| <input type="checkbox"/> Building Dimensions, all sides | <input type="checkbox"/> Check for fences, culverts |
| <input type="checkbox"/> Set-backs to all structures & distances between buildings. | |
| <input type="checkbox"/> Building's intended use, i.e. "Residence", "Barn", "Fences", "Detached Garage", "Storage Shed," etc. ** | |

If you have been referred by a **Code Enforcement officer** and require additional assistance, please call **(602) 506-3301** to schedule an application appointment. Please refer to your violation case number when scheduling your appointment.

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| <input type="checkbox"/> Must supply 3 stapled sets, numbered, with no attached site plans. | <input type="checkbox"/> Cross sections (2) and connection details for both longitudinal and transverse. |
| <input type="checkbox"/> Plans must be clear and readable, drawn to scale, and on appropriate size paper. | <input type="checkbox"/> Elevations (4) with height dimensions (include all fencing). |
| <input type="checkbox"/> Indicate square footage. If residential, a summary of livable, garage, patios and porches, and garage or carport. (This may be stated on the site plan.) | <input type="checkbox"/> If gas is used, a gas piping isometric and BTU count are required. If propane gas, verify that tank location and size is noted on the Site Plan. |
| <input type="checkbox"/> Current building codes – 2006 IRC, 2006 IBC, 2005 NEC, 2006 IMC & 2006 IPC (as amended per the Maricopa County Local Additions and Addenda). | <input type="checkbox"/> A one-line diagram and load calculations are required for work that includes a new or modified 400 amp electrical service. Plans must bear the seal of a registered engineer for work that includes a new or modified 600 amp or larger electrical service. |
| <input type="checkbox"/> No options or references to future construction are allowed. | <input type="checkbox"/> If stairs are shown, provide details showing tread rise and run. |
| <input type="checkbox"/> Floor plan showing electrical, plumbing, and mechanical fixture and appliance locations. If a gas fireplace is shown, look for size/location of propane tank on site plan (if applicable). | <input type="checkbox"/> A floor plan is required of all existing rooms adjacent to an addition and/or enclosed patio. |
| <input type="checkbox"/> Foundation plan with cross referenced foundation details. | |
| <input type="checkbox"/> Roof and floor framing plans. | |

**** Be very cautious of the words "Future", "Future use", "Not for Construction" or "Proposed" as they are not to be used on building or site plans.**

☐ **Basement** ☐ **Single Level** ☐ **Multi-Level**
(Include this information in the permit work description)